

STATE AID GUIDELINES FOR SMALL COUNTY LIBRARIES

Note: These guidelines are applicable only to small county libraries administered by personnel with less than full professional librarian training.

An itemized budget showing the use to be made of State Aid funds must be prepared by the library administrator in consultation with a library development consultant from the South Carolina State Library.

The library's budget, approved by the local library Board, must be submitted to the State Library as part of the State Aid Agreement.

Funds are to be expended in the manner outlined below:

I. Salaries

State Aid funds may be used to employ professional and pre-professional librarians only if the librarians meet certification requirements consistent with South Carolina Public Library Standards as published by the South Carolina State Library. The librarians must also hold the appropriate South Carolina State Library certification certificate. Other staff must also be employed consistent with South Carolina Public Library Standards when State Aid funds are used.

At the beginning of each fiscal year, the library administrator must furnish on required State Library forms, the following information for each position for which State Aid funds are budgeted: (Title of each position, name of employee, number of hours in weekly work schedule, certification number if applicable, amount of local salary funds, amount of State Aid funds, amount of other funds). State Aid funds may be used to finance up to 100% of the salary including fringe benefits.

II. Training and Continuing Education

State Aid funds may be used to provide on-going training and continuing educational opportunities for all employees and trustees of the library consistent with South Carolina Public Library Standards published by the South Carolina State Library.

The library should complete a needs assessment to determine staff needs for training, develop a plan to ensure appropriate continuing education for staff development for each permanent employee on an on-going basis, and maintain a record of training and continuing education provided for each staff member.

III. Equipment

State Aid funds may be used to purchase or lease library and office equipment and to purchase a new bookmobile or other vehicle for public service. Vehicles are not to be assigned to individuals for personal use.

Orders for items of equipment should be placed as soon as possible after approval of the State Aid budget. No equipment orders should be placed after March 1.

IV. Library Materials

State Aid funds may be used to purchase or lease library materials and resources in all formats for service to the public. Selections should be made primarily from the most recent editions of the recognized reviewing tools (print and/or electronic). State Aid funds may also be used to purchase South Carolina titles and titles from lists published by the State Library, except for list of holdings, and lists published by other professional organizations. Periodicals selected should be indexed by periodical indexes available in the library or for which the Library has electronic access.

Some examples of standard selection tools are:

Public Library Catalog and supplements
Standard Catalog for Public Libraries and supplements
Fiction Catalog and supplements
Children's Catalog and supplements
ALA Booklist and www.ala.org/booklist/
ALA Reference Books for Small and Medium-Size Libraries
Elementary School Library Collection
Book Review Digest
New York Times Book Review and www.nytimes.com
Library Journal and www.ljdigital.com
School Library Journal
Electronic Indexes such as InfoTrac and SIRS Knowledge Source

V. Disbursement of State Aid Funds

1. Invoices for all State Aid expenditures must be approved for payment by the library administrator and fully identified by source of funds, fiscal year, budget item and amount charged to State Aid funds.
2. State Aid payments are sent to County Treasurers for credit to each library.
3. First quarter State Aid payments are automatically sent to County Treasurers for credit to each library.
4. Remaining quarterly payments are distributed contingent to receipt of a completed State Aid packet and subsequent approval of such by the Director of the South Carolina State Library.
5. Second and third quarter State Aid payments are made at the beginning of each quarter only if the State Library has received invoices and reports documenting expenditure of previous payments.
6. The fourth and final payment is made upon documentation of the expenditure of all State Aid funds.
7. Observe the following deadlines:

Place orders by:	March 1
Submit all invoices and other documentation of expenditures to the State Library by:	June 1